

PRINCIPAL NUTRITIONIST

DEFINITION: Under general direction, performs technical, administrative and professional work of considerable difficulty in food and nutrition, education and various programs; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Performs administrative and supervisory duties by assisting with formulating, planning, directing and developing policies and procedures in meeting the overall goals and objective of the program; ensures policies, procedures and plans of the program are updated and submitted; responds to USDA reviews, audits and requests concerning the nutrition section of the Navajo Nation Women Infant Child (WIC) Program; provides supervision to regional professional and paraprofessional nutrition staff; assigns and monitors staff assignments; maintain quality assurance standards.

Completes quality assurance reviews and other reports; plans and conducts research, studies, surveys, assessments and related activities to meet the nutrition and health education needs of the Navajo people; plans, develops and coordinates workshops, in-service training, orientation and other training opportunities for WIC staff; recruits qualified nutrition staff; reviews and/or assists in the development and purchase of nutrition education materials; recommends equipment purchases.

Acts as nutrition contact person with local, state and federal agencies with similar efforts; keeps abreast of developing issues in related field; informs and advises subordinates of current activities; coordinates monthly staff meetings; provides technical assistance and guidance to WIC Director and Nutritionists; assures performance is in compliance with applicable policies and procedures; interacts with tribal and non-tribal organizations and authorized vendors; delegated in the absence of Program Manager.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable Navajo Nation, federal, state, and local laws, ordinances, statutes, rules, regulations, policies and procedures.

Knowledge of principles, practices and methods of nutrition and health.

Knowledge of nutrition and health issues of the Native American families and individuals.

Skill in conveying technical information in a practical format.

Skill in setting priorities to meet established as well as changing deadlines.

Skill in communicating effectively, orally and in writing.

Skill in establishing cooperative work relationships with those contacted in the course of work.

Skill in supervising, evaluating, training and motivating employees.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate amounts of physical effort while providing services in a clinical setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Nutrition, Dietetics or related field; and five (5) years responsible experience as a nutritionist in maternal and child health, public health nutrition or dietetics, one (1) year of which must have been in a supervisory capacity.

THE NAVAJO NATION

Class Code: 3840
Community Education and Counseling Series
Food and Nutrition Worker Group
Overtime Code: Exempt
Pay Grade: 67

PRINCIPAL NUTRITIONIST

PREFERRED QUALIFICATIONS:

- A Master's degree in Nutrition, Dietetics or related field; and three (3) years responsible experience as a nutritionist in maternal and child health, public health nutrition or dietetics, one (1) year of which must have been in a supervisory capacity.
- Current registration with the commission on Dietetic Registration (RD) of the Academy of Nutrition and Dietetics.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.